

CONSERVATION PROJECTS ASSISTANT

Role: Conservation Projects Assistant

Location: Plowden & Smith, Mitcham CR4 4NY

Contract type: Permanent, full-time

Salary: £25,000 - £27,000, dependent on experience

Application deadline: Sunday 7th April 2024

Job Brief:

Plowden & Smith is looking for a permanent, full-time **Conservation Projects Assistant** to support the Project Manager with a range of administrative, operations and project management tasks. The role will be based in our south London office and will be a multifaceted and hands-on role.

We are looking for an early-career individual with some experience in operations, logistics or project management. The ideal candidate will be an enthusiastic and dynamic team-player, with a proactive approach to work and problem-solving. The Conservation Projects Assistant will work closely with the manager to support with daily studio tasks and operations, project coordination and execution. Experience of the art and heritage world is beneficial but not essential; an energetic, motivated, and hardworking individual is the key requirement for this role.

Responsibilities:

- Coordinating resources, travel and logistics for site work and projects.
- Preparing kit and materials for site work and projects, arranging logistics and delivery.
- Preparing project documentation and briefing packs for staff.
- Liaising with freelancers, subcontractors and suppliers.
- Managing and improving established freelancer database and staff paperwork.
- Supporting on tender documentation preparation and complex project estimates.
- Editing and processing condition reports and collections management spreadsheets.
- Managing company devices via MDM system.
- Improving project paperwork filing and Dropbox management.
- Providing general administrative, operational and team support for Projects and Conservation departments.

Skills & Requirements:

- Very good educational background, with a strong working knowledge of Microsoft Office.
- Excellent written English and verbal communication skills.
- Adept at data entry and proof-reading with excellent attention to detail.

PLOWDEN & SMITH LTD.

Unit 5 Liongate Enterprise Park, 80 Morden Road, Mitcham, CR4 4NY
+44 (0)20 8874 4005 info@plowden-smith.com
Registered in England G.B. 880163 VAT Reg. No. 216 6155 76
Directors: Kevin Smith, Camilla Hughes-Hunt



THE SCIENCE AND ART OF CONSERVATION

- Excellent organisational skills including prioritisation and multi-tasking.
- Personable and team-oriented individual who is happy to support on a wide variety of tasks.
- Flexible, driven individual who thrives under pressure.

Why work for Plowden & Smith?

Work with some of the world's most rare, beautiful and exciting artworks and artefacts, as well as national and international collections and projects.

- Work in a stimulating, creative environment
- Access to company ICOM cards for free entry to a range of international museums & galleries
- Personal Continued Professional Development
- Child Care Voucher Scheme
- Cycle to Work Scheme
- Hybrid working

The jobholder will report to the Project Manager.

Start date: As soon as possible.

No agencies please. Must have right to live and work in UK.

If you're interested in this position, we'd love to hear from you. Please send a CV and brief covering email explaining why you're right for the role to: lauren.healy@plowden-smith.com

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